



Office of Montana Secretary of State  
Linda McCulloch

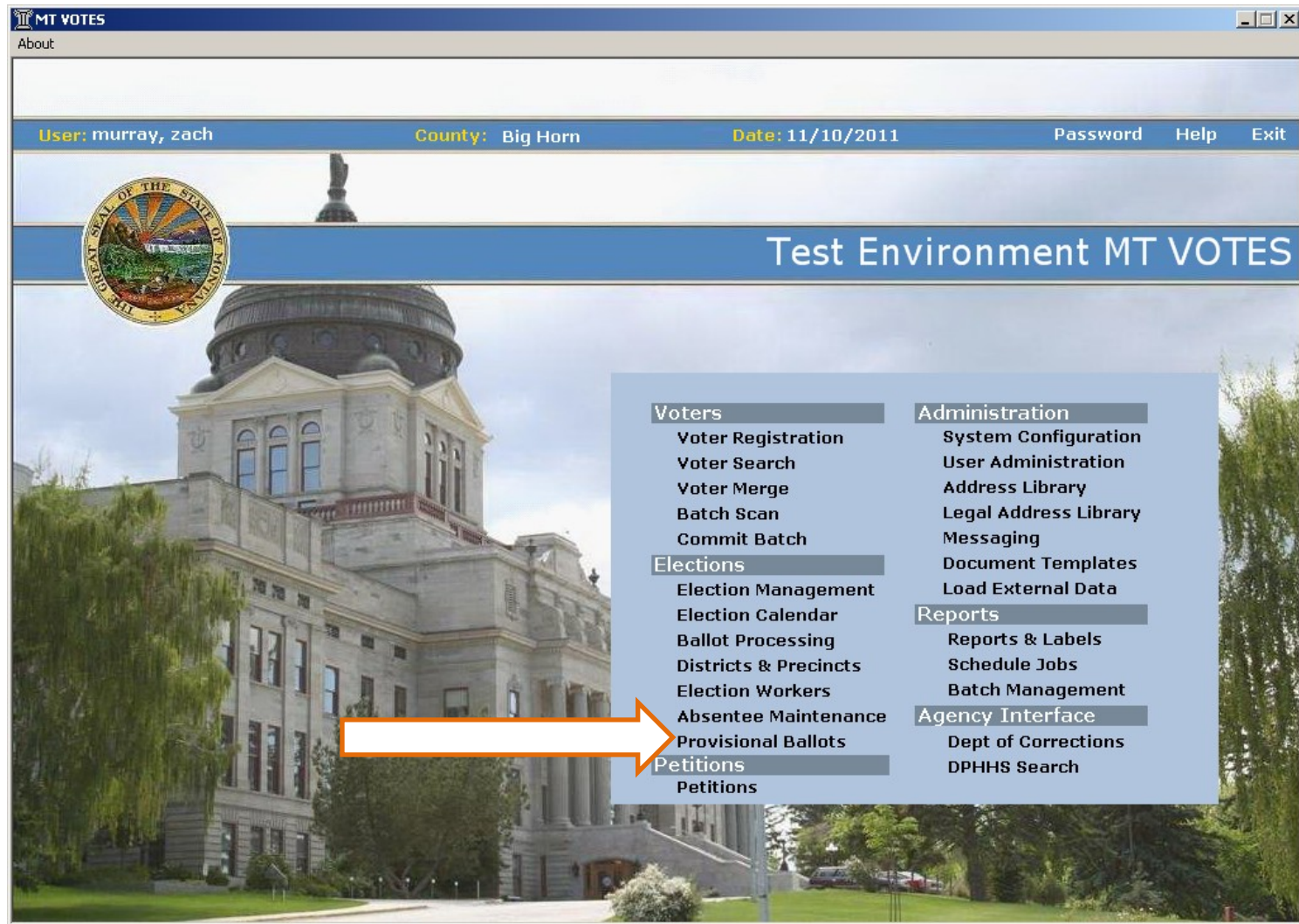


# **Provisional Ballot Processing**

# **Provisional Ballot Processing**

*This training will walk the user through:*

- Provisional Ballot Search And Detail Screens
- Provisional Ballot Reports And Exports
- Link To Voter
- Processing Provisional Ballots Issued At Polls
- Processing Provisional Ballots Issued During Late Registration. (Precinct-To-Precinct & County-To-County)
- Search on Previous County
- Finding Previous Precinct
- Printing Provisional Ballot Labels
- Resolving Provisional Ballots
- Provisional Ballot Module Privileges



Click on the Provisional Ballots link under the Elections header to begin.

[illegible]

# Provisional Ballot Search screen.

The screenshot shows a web application window titled "Provisional Ballots Search". In the top right corner, there are links for "Voter Search" and "Help". The main search area is divided into several sections:

- Search:** Contains four text input fields for "Last Name", "First Name", "Middle Name", and "Date of Birth".
- Filters:** Includes dropdown menus for "Election", "Ballot Disposition", "Ballot Disposition Reason", and "Previous County".
- Voting County Search Scope:** Features radio buttons for "State" (selected) and "County", followed by a dropdown menu.
- Provisional Ballot Reason:** A dropdown menu.
- Residence County Search Scope:** Similar to the voting scope, with "State" selected and a dropdown menu.
- Checkboxes:** "Approved", "Not Approved", and "Include Confidential".
- Buttons:** "Search" and "Clear".

Below the search filters is the **Search Results** section, which contains a table with the following columns: Name, Present Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot. The table is currently empty.

At the bottom of the window, there is a row of buttons: "New", "Details", "Delete", "Statistical Export", "Report", "Export", and "Close".











Accepted Reasons:	Rejected Reasons:
Name omitted from register	Not registered in state
Identification was resolved	Registered but wrong county
MVD or government agency error	Registered but wrong precinct
Absentee ballot not received	Insufficient ID
Challenge resolved	Provisional ballot envelope not complete
Elector did not vote in previous jurisdiction	No signature
Other	Non-matching signature
	Ballot already voted
	Fraud
	MVD or other government agency has no record of registration
	Challenge unresolved
	Ballot missing from envelope
	Elector failed to Sign Register
	Provisional registration not resolved
	Other



**Provisional Ballots Search**

[Voter Search](#) [Help](#)

**Search**

Last Name:  First Name:  Middle Name:  Date of Birth:

Election:  Ballot Disposition:  Ballot Disposition Reason:  Previous County:

**Voting County Search Scope**

☐ State ☒ County

☐ Approved ☐ Not Approved ☐ Include Confidential

**Residence County Search Scope**

☐ State ☒ County

**Search Results**

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ball

The Voting County Search Scope allows you to specify the County that issued the provisional ballot.



## Provisional Ballot Reason

Ballot not received or lost

Claims registration with MVD or other government agency, which could not be confirmed

County-County late registration in election office

Failed to sign register

Identification was insufficient

Name not in official register and not erroneously omitted

Other

Precinct-to-Precinct late registration in election office

Register indicates provisionally registered, which was not resolved

Right to vote was challenged on the following grounds

Challenge unresolved

Ballot missing from envelope

Elector failed to Sign Register

Provisional registration not resolved

Other

The screenshot shows a web application titled "Provisional Ballots Search". It features a search form with fields for Last Name, First Name, Middle Name, and Date of Birth. Below these are dropdown menus for Election, Ballot Disposition, Ballot Disposition Reason, and Previous County. There are two sections for search scope: "Voting County Search Scope" and "Residence County Search Scope". Both have radio buttons for "State" and "County", and a dropdown menu. An orange arrow points to the "Residence County Search Scope" dropdown. Below the search form is a "Search Results" table with columns: Name, Present Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot. At the bottom are buttons for New, Details, Delete, Statistical Export, Report, Export, and Close.

The Residence County Search Scope allows you to specify the current county of residence.

- ❖ In the majority of scenarios this will be the same as the voting county.
- ❖ If a voter has a duplicate record the search will display the link to the voters record.





**Provisional Ballots Search** [Voter Search](#) [Help](#)

**Search**

Last Name  First Name  Middle Name  Date of Birth

Election  Ballot Disposition  Ballot Disposition Reason  Previous County

**Voting County Search Scope**

☒ State ☐ County

Provisional Ballot Reason

☐ Approved ☐ Not Approved ☐ Include Confidential

**Residence County Search Scope**

☒ State ☐ County

**Search Results**

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	B
HARTFORD, HOLLY	3738 MC GIRL R...	02/20/1983	11/02/2010 03 FEDERAL GE...	Right to vote was	A
CORTEZ, RICARDO ...	3790 VISTA VIE...	11/03/1972	11/02/2010 03 FEDERAL GE...	Right to vote w	A
WICKS, ZENO	159 MILLER HAL...	07/22/1990	11/02/2010 04 Fed Gen 2010	Register indicate	A
BERG, DALE L	12844 CAMERON...	01/31/1953	11/02/2010 04 Fed Gen 2010	Register indicate	A
ZWIENER, ERIN	945 HIDDEN TRE...	09/22/1985	11/02/2010 04 Fed Gen 2010	Precinct-to-Preci	A
ZIMMERMAN, MARY ...	1130 W WOOLM...	10/25/1962	11/02/2010 01 fed general ...	Precinct-to-Preci	A
ZENS, MICHAEL C	1204 POWELL S...	09/11/1984	11/02/2010 04 Fed Gen 2010	Precinct-to-Preci	A
ZACKHEIM, ALAN	726 CITY DR, MI...	09/02/1983	11/02/2010 04 Fed Gen 2010	Precinct-to-Preci	A
YENNY, LOIS	203 CRITTENDE...	08/29/1933	11/02/2010 25 FEDERAL GE...	Precinct-to-Preci	A
WROBLE, CHRISTOP...	671 OLD CORVA...	05/22/1968	11/02/2010 13 Federal Gen...	Precinct-to-Preci	A
WOULFE, JAMES J	1492 LOWER VA...	08/14/1948	11/02/2010 07 FEDERAL GE...	Precinct-to-Preci	A

The resulting records that match your search criteria will display in the Search Results field.

Click any column to sort the results by that data-type.





Selecting a record and clicking the Details button will take you to the Provisional Ballot Details screen for that provisional ballot.



# Provisional Ballot Reports and Exports

[illegible]



Ex-ProvisionalVoterStatistical-Big Horn-2011-11-10-135919 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J
1	County	Total Num	Total Num	Name om	Identifica	MVD or ot	Absentee	Challenge	Elector dic	Other
2										
3	Beaverhead	0	0	0	0	0	0	0	0	0
4	Big Horn	0	0	0	0	0	0	0	0	0
5	Blaine	0	0	0	0	0	0	0	0	0
6	Broadwater	0	0	0	0	0	0	0	0	0
7	Carbon	0	0	0	0	0	0	0	0	0
8	Carter	0	0	0	0	0	0	0	0	0
9	Cascade	0	0	0	0	0	0	0	0	0
10	Chouteau	0	0	0	0	0	0	0	0	0
11	Custer	0	0	0	0	0	0	0	0	0
12	Daniels	0	0	0	0	0	0	0	0	0
13	Dawson	0	0	0	0	0	0	0	0	0
14	Deer Lodge	0	0	0	0	0	0	0	0	0

Above is an example of the export. When ran at the county level it will only list your own counties' statistics.





County: Yellowstone User Name: mcurtin		<b>Provisional Ballots Canvass Report</b>				Date: 01/07/2010	
Display all selected parameters from search screen here							
Residence County Voting County	Voter Name DOB	Prov. Ballot Reason	Ballot Disposition	Ballot Disp. Reason	Previous County	Previous Precinct	Seq. Num
<b><u>Precinct 1</u></b>							
Lake Yellowstone	John Smith 12/30/1975	Name not in official register and not erroneously omitted	Accepted	Name omitted from register in error	Blaine	Precinct1	5
<b><u>Precinct 2</u></b>							
Lake Lake	Smith 12/30/1975	Name not in official register and not erroneously omitted	Accepted	Name omitted from register in error	Yellowstone	Precinct 3	6

Montana VOTES

Page: 1

This report will display all selected parameters from the search screen.



Ex-ProvisionalVoter-Big Horn-2011-11-10-14851 - Microsoft Excel

	A	B	C	D	E	F	G	H
1	Previous County	Previous Precinct	Last Name	First Name	Middle Name	Suffix	Voter ID	DOB
2								
3	Big Horn	PRECINCT #1	ARMSTRONG	SUSAN	M		450022442	#####
4			JONES	LUCILLE	A		1527397	#####
5			THURLOW	LOIS	M		450999	#####
6								
7								
8								
9								
10								
11								
12								
13								
14								

Above is an example of the export, which will contain the same information as the Provisional Ballot Canvas Report.

# Provisional Ballot Detail screen.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**

[Clear](#)

Address

City/St/Zip

County  Precinct  [Split](#)

**Previous County**

**Previous Precinct**

**Election**

**Ballot Style**

**Process**

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description

[Issue Ballot](#) [Reprint](#) [View Voter Record](#) [Save And New](#) [Save](#) [Close](#)

**Provisional Ballot Detail**

[Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**

Address

City/St/Zip  MT

County  Precinct  [Split](#)

**Process**

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

☐ Approved ☐ Not Approved

**Previous County**

**Previous Precinct**

**Election**

**Ballot Style**

**Comments**

Item	Description

The Provisional Ballot Detail screen will allow you to Link an entry to a voter, enter previous county information, and process Provisional Ballots.

**Provisional Ballot Detail**

[Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**

Address

City/St/Zip  MT

County  Precinct  [Split](#)

**Process**

Provisional Ballot Re

Ballot Disposition

Ballot Disposition Re

Method of Voter Notification  Mail

☐ Approved ☐ Not Approved

**Previous County**

**Previous Precinct**

**Election**

**Ballot Style**

**Comments**

**Districts**

Code	Description

From this screen you can enter a new provisional ballot or update an existing entry.

You also have the option to issue ballots, reprint issued ballots, and view the voter record.

Also, this is where you will approve/not approve a county to county move.

# Link to Voter on Provisional Ballot Detail screen.

The screenshot shows a web application window titled "Provisional Ballot Detail - Link to Voter". In the top right corner, there are links for "Voter Search" and "Help". The main section is titled "Search" and contains three tabs: "General", "Residential Address", and "Mailing Address". The "General" tab is active and contains several input fields: "Last Name", "First Name", "Middle Name", "Voter ID", "Birth Date From", and "Birth Date To". There is also a checkbox labeled "Soundex". Below these fields is a "Scope" section with radio buttons for "State" and "County" (which is selected), and a dropdown menu currently showing "Big Horn". To the right of the "Scope" section are "Search" and "Clear" buttons. Below the search fields is a "Search Results" section containing a table with the following headers: "Voter ID", "Name", "Residential Address", "Status", and "Date of Birth". The table has several empty rows. At the bottom of the window, there are three buttons: "View Summary", "Select", and "Close".

**Search**

General Residential Address Mailing Address

Last Name First Name Middle Name ☐ Soundex

Voter ID Birth Date From Birth Date To

**Scope**

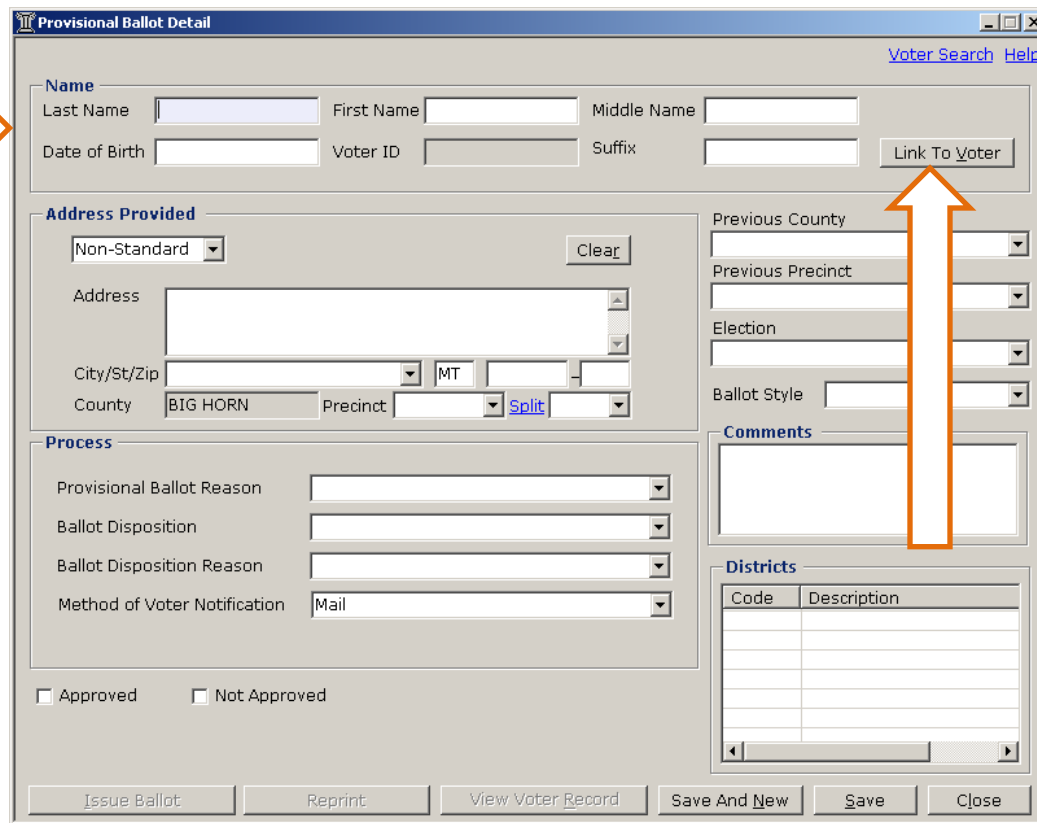
☐ State ☒ County Big Horn

Search Clear

**Search Results**

Voter ID	Name	Residential Address	Status	Date of Birth

View Summary Select Close



The screenshot shows a web application window titled "Provisional Ballot Detail". It contains several sections for data entry:

- Name Section:** Includes fields for Last Name, First Name, Middle Name, Date of Birth, Voter ID, and Suffix. A "Link To Voter" button is located to the right of these fields. An orange arrow points from the left towards the Name fields.
- Address Provided Section:** Includes a dropdown for "Non-Standard", a "Clear" button, an "Address" text field, "City/St/Zip" and "County" dropdowns, and a "Precinct" dropdown with a "Split" link.
- Process Section:** Includes dropdowns for "Provisional Ballot Reason", "Ballot Disposition", "Ballot Disposition Reason", and "Method of Voter Notification" (set to "Mail"). There are checkboxes for "Approved" and "Not Approved".
- Comments Section:** A large text area for entering comments.
- Districts Section:** A table with columns "Code" and "Description".
- Buttons:** At the bottom are "Issue Ballot", "Reprint", "View Voter Record", "Save And New", "Save", and "Close".

Links for "Voter Search" and "Help" are in the top right corner. An orange arrow points from the "Link To Voter" button towards the "Comments" section.

Enter the Voter's name.

Clicking the Link To Voter button will cause the system to attempt to find a matching registered voter record.



**Provisional Ballot Detail - Link to Voter**

Query executed successfully. Showing total 2 records [Voter Search](#) [Help](#)

**Search**

General Residential Address Mailing Address

Last Name First Name Middle Name

WASHINGTON   ☐ Soundex

Voter ID Birth Date From Birth Date To

**Scope**

☐ State ☒ County

**Search Results**

Voter ID	Name	Residential Address	Status	Date o
450022...	WASHINGTON, GEORGE	1 TEST ST , HARDIN, MT 59035	Active	07/04/
598930	WASHINGTON, AGNES	Township: 3S, Range: 34E, Sec...	Active	08/25/

If multiple potential matches are found the search results will display to allow you to select the appropriate voter.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name: WASHINGTON First Name: GEORGE Middle Name:   
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**  
 Standard   
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST  
 Post Dir: Unit Type: City/St/Zip: HARDIN MT 59035  
 County: BIG HORN Precinct: PRECINCT [Split](#) ts1

Previous County:   
 Previous Precinct:   
 Election:   
 Ballot Style:

**Process**  
 Provisional Ballot Reason:   
 Ballot Disposition:   
 Ballot Disposition Reason:   
 Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

If an exact match is found the voter's information will automatically populate.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name:  First Name:  Middle Name:   
 Date of Birth:  Voter ID:  Suffix:  [Link To Voter](#)

**Address Provided**  
   
 Address:   
 City/St/Zip:     
 County:  Precinct:  [Split](#)

**Process**  
 Provisional Ballot Reason:   
 Ballot Disposition:   
 Ballot Disposition Reason:   
 Method of Voter Notification:

☐ Approved ☐ Not Approved

**Previous County**   
**Previous Precinct**   
**Election**   
**Ballot Style**

**Comments**

**Districts**

Code	Description

If there is no matching registered voter you can manually enter in their information, but you will not be able to issue a ballot until you have registered the voter and updated this screen to link to their new Voter ID.

# Processing a Provisional Ballot issued at the Polls

[illegible]

- ❖ Provisional Ballots issued at polls will be entered into Montana Votes after the Polls have closed.
  - Most counties will enter them the following day.
- ❖ The SOS office will send notice if an alternative deadline for provisional ballot entry into MT Votes should be observed.





**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name: WASHINGTON First Name: GEORGE Middle Name:   
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**  
 Standard   
 House # 1776 Suffix Pre Dir Street Name INDEPENDENCE Type WAY  
 Post Dir Unit Type  
 City/St/Zip HARDIN MT 59035  
 County BIG HORN Precinct PRECINCT [Split](#) 02

Previous County  
 Previous Precinct  
 Election 11/11/2011 test  
 Ballot Style

**Process**  
 Provisional Ballot Reason Ballot not received or lost  
 Ballot Disposition Accepted  
 Ballot Disposition Reason **Absentee ballot not received**  
 Method of Voter Notification Mail

☐ Approved ☐ Not Approved

[Issue Ballot](#) [Reprint](#) [View Voter Record](#) [Save And New](#) [Save](#) [Close](#)

**Comments**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

Enter a Ballot Disposition and Ballot Disposition reason

Choose a Method of Voter Notification.



**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name: WASHINGTON First Name: GEORGE Middle Name:   
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**  
 Standard   
 House #: 1776 Suffix: Pre Dir: Street Name: INDEPENDENCE Type: WAY  
 Post Dir: Unit Type:   
 City/St/Zip: HARDIN MT 59035  
 County: BIG HORN Precinct: PRECINCT [Split](#) 02

**Previous County**:  
**Previous Precinct**:  
**Election**: 11/11/2011 test  
**Ballot Style**:

**Process**  
 Provisional Ballot Reason: Ballot not received or lost  
 Ballot Disposition: Accepted  
 Ballot Disposition Reason: Absentee ballot not received  
 Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

Click Save And New to store the record and move onto entering the next provisional ballot.

Or, Click the Save button and then Close if you only had one.

# **Processing Provisional Ballots** **Issued During Late Registration**

This section will outline the following Provisional Ballot scenarios:

- ❖ Precinct-To-Precinct move on Election day
- ❖ County-To-County move on Election day.

# Precinct-to-Precinct move on

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**

[Clear](#)

Address

City/St/Zip  MT

County  Precinct  [Split](#)

**Process**

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

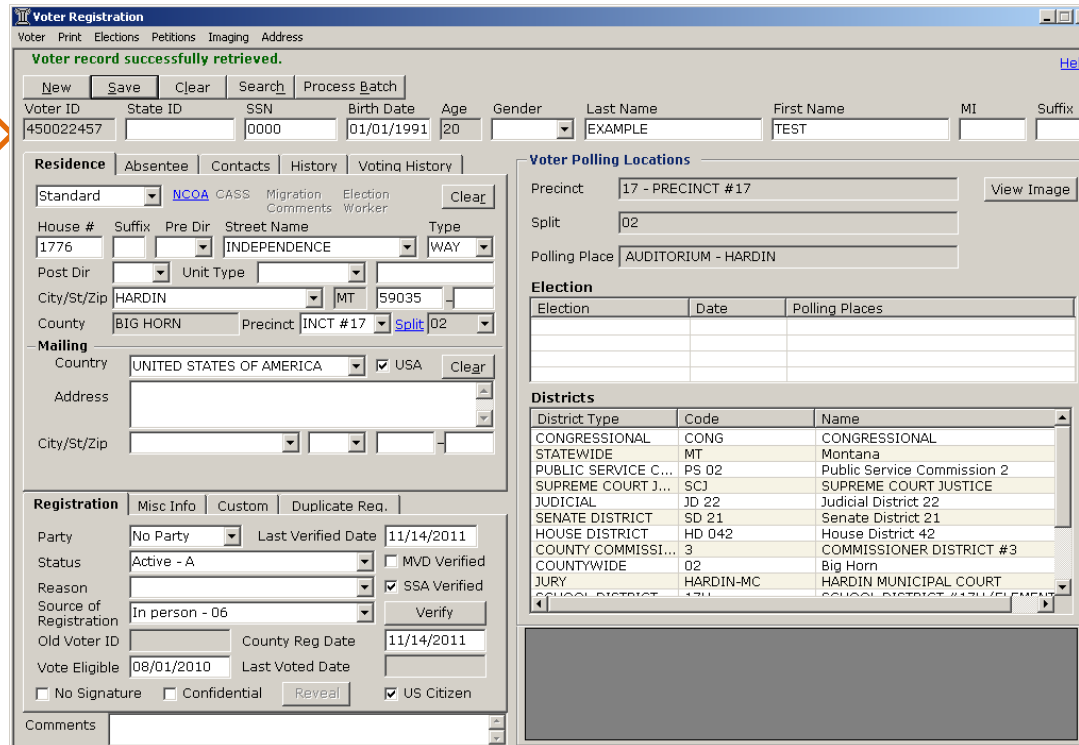
☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description

[Issue Ballot](#) [Reprint](#) [View Voter Record](#) [Save And New](#) [Save](#) [Close](#)



**Voter Registration**

Voter ID: 450022457 | State ID: | SSN: 0000 | Birth Date: 01/01/1991 | Age: 20 | Gender: | Last Name: EXAMPLE | First Name: TEST | MI: | Suffix: |

**Residence** | Absentee | Contacts | History | Voting History

Standard | NCOA | CASS | Migration | Election | Comments | Worker | Clear

House #: 1776 | Suffix: | Pre Dir: | Street Name: INDEPENDENCE | Type: WAY

Post Dir: | Unit Type: |

City/St/Zip: HARDIN | MT | 59035 |

County: BIG HORN | Precinct: INCT #17 | Split: 02

**Mailing**

Country: UNITED STATES OF AMERICA | ☒ USA | Clear

Address: |

City/St/Zip: | | |

**Registration** | Misc Info | Custom | Duplicate Req.

Party: No Party | Last Verified Date: 11/14/2011

Status: Active - A | ☐ MVD Verified

Reason: | ☒ SSA Verified

Source of Registration: In person - 06 | Verify

Old Voter ID: | County Reg Date: 11/14/2011

Vote Eligible: 08/01/2010 | Last Voted Date: |

☐ No Signature | ☐ Confidential | Reveal | ☒ US Citizen

Comments: |

**Voter Polling Locations**

Precinct: 17 - PRECINCT #17 | View Image

Split: 02

Polling Place: AUDITORIUM - HARDIN

**Election**

Election	Date	Polling Places

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	17	SCHOOL DISTRICT #17/17E/17F/17G/17H/17I/17J/17K/17L/17M/17N/17O/17P/17Q/17R/17S/17T/17U/17V/17W/17X/17Y/17Z

To begin you will need to first go into  
Voter Registration.

Bring up the Voter that you are working on.

**Voter Registration**

Voter Print Elections Petitions Imaging Address

**Voter record successfully retrieved.**

New Save Clear Search Process Batch

Voter ID: 450022457 State ID: State SSN: 0000 Birth Date: 01/01/1991 Age: 20 Gender: Last Name: EXAMPLE First Name: TEST MI: Suffix:

**Residence** Absentee Contacts History Voting History

Standard NCOA CASS Migration Comments Election Worker Clear

House # 1776 Suffix: Pre Dir: Street Name INDEPENDENCE Type WAY

Post Dir: Unit Type: City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: INCT #17 Split: 02

**Mailing**

Country: STATES OF AMERICA USA Clear

Address: City/St/Zip:

**Registration** Party: Status: Reason: Source of Registration: Old Voter ID: Vote Eligible: No Signature: Confidential: US Citizen: [X]

**Voter Polling Locations**

Precinct: 17 - PRECINCT #17 View Image

Split: 02

Polling Place: AUDITORIUM - HARDIN

**Election**

Election	Date	Polling Places

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	33	SCHOOL DISTRICT #33

Take note of the previous county and precinct so you don't have to come back to find it later.

You will need this in the steps to come. If you don't keep track of it now you will have to come back to the voters audit log to find it again.

Residence		Absentee		Contacts		History		Voting History	
Standard		<a href="#">NCOA</a>		CASS		Migration Comments		Election Worker	
House #	Suffix	Pre Dir	Street Name		Type				
1776			INDEPENDENCE		WAY				
Post Dir		Unit Type							
City/St/Zip	HARDIN		MT	59035					
County	BIG HORN		Precinct	INCT #17		<a href="#">Split</a>		02	
<b>Mailing</b>									
Country	UNITED STATES OF AMERICA		<input checked="" type="checkbox"/> USA		Clear				
Address									
City/St/Zip									



Residence		Absentee		Contacts		History		Voting History	
Standard		<a href="#">NCOA</a>		CASS		Migration Comments		Election Worker	
House #	Suffix	Pre Dir	Street Name		Type				
1			TEST		ST				
Post Dir		Unit Type							
City/St/Zip	HARDIN		MT	59035					
County	BIG HORN		Precinct	CINCT #5		<a href="#">Split</a>		ts1	
<b>Mailing</b>									
Country	UNITED STATES OF AMERICA		<input checked="" type="checkbox"/> USA		Clear				
Address									
City/St/Zip									

Update the Voter's information.

**Registration**

Elections | Petitions | Imaging | Address

Voter number is 450022457

New | Voting History | Active Ballots | Temporary Parties | Search | Process Batch

Voter ID: 450022457

Provisional Ballot | Issue Ballot

**Resident**

Receive Ballot | F12 | ts | History | Voting History | Clear

View Worker Info | Migration | Election | Comments | Worker

Search By Ballot ID | Last Name | First Name | Type

1 | TEST | ST

Post Dir | Unit Type

City/St/Zip: HARDIN | MT | 59035

County: BIG HORN | Precinct: CINCT #5 | Split: ts1

**Mailing**

Country: UNITED STATES OF AMERICA | ☒ USA | Clear

Address

City/St/Zip

**Registration** | Misc Info | Custom | Duplicate Reg.

Party: No Party | Last Verified Date: 11/14/2011

Status: Active - A | ☐ MVD Verified

Reason: | ☒ SSA Verified

Source of Registration: In person - 06 | Verify

Old Voter ID | County Reg Date: 11/14/2011

Vote Eligible: 08/01/2010 | Last Voted Date

☐ No Signature | ☐ Confidential | Reveal | ☒ US Citizen

Comments

**Voter Polling Locations**

Precinct: 5 - PRECINCT #5 | View Image

Split: ts1

Polling Place: CROW SCHOOL - RENO

**Election**

Election	Date	Polling Places

**Districts**

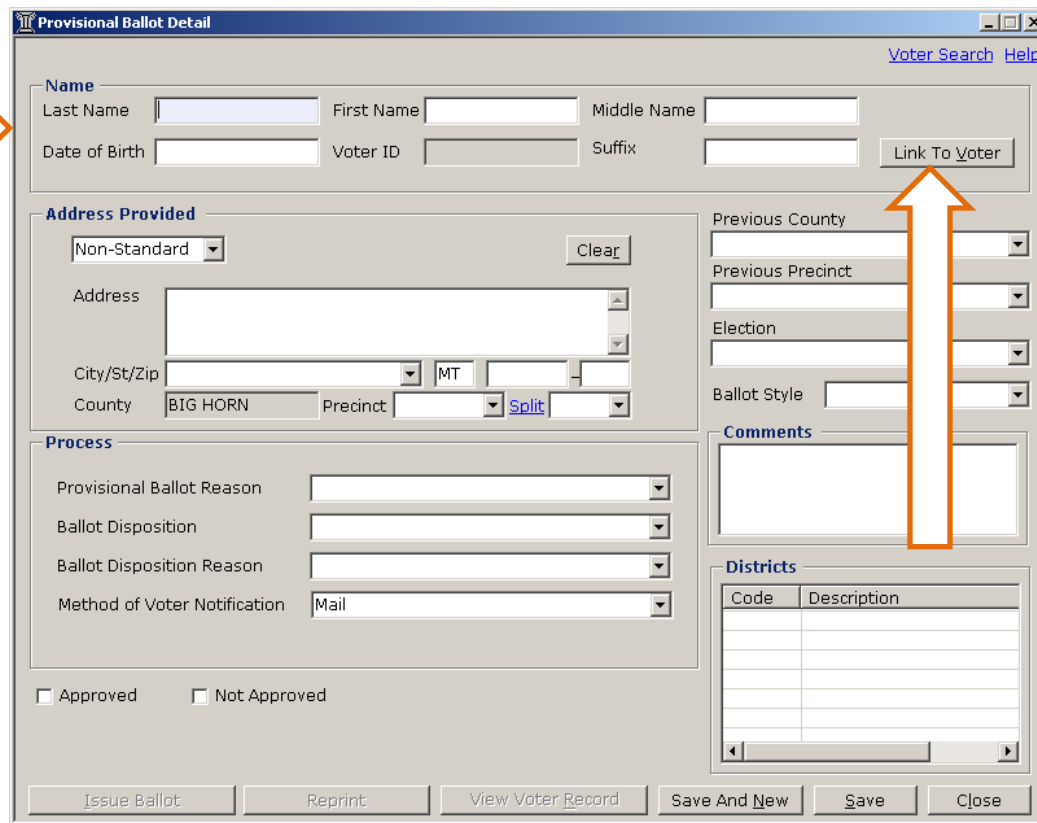
District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWISE	02	Big Horn
WARD	1	HARDIN WARD #1
SCHOOL DISTRICT	02	SCHOOL DISTRICT #02 / ELEMENTARY

Once the voter's information has been updated click on the Elections Menu, and then click on the Provisional Ballot option.

This will bring up the Provisional Ballot Search screen.







**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name   
 Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**

Address

City/St/Zip  MT    
 County  BIG HORN Precinct  [Split](#)

**Process**

Provisional Ballot Reason   
 Ballot Disposition   
 Ballot Disposition Reason   
 Method of Voter Notification  Mail

☐ Approved ☐ Not Approved

[Issue Ballot](#) [Reprint](#) [View Voter Record](#) [Save And New](#) [Save](#) [Close](#)

**Previous County**   
**Previous Precinct**   
**Election**   
**Ballot Style**

**Comments**

**Districts**

Code	Description

Enter the voter's name and attempt to link the entry to a voter. Refer to slides 30 – 34 for further Link To Voter Information.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name

Date of Birth  Voter ID  Suffix

**Address Provided**

House #  Suffix  Pre Dir  Street Name  Type

Post Dir  Unit Type

City/St/Zip

County  Precinct  [Split](#)

Previous County

Previous Precinct

Election

Ballot Style

**Process**

Provisional Ballot Reason

Ballot Disposition

Ballot Disposition Reason

Method of Voter Notification

☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42

Once the voter's information has been entered, and linked to a voter ID, you will need to enter previous precinct information.

**Provisional Ballot Detail**

[Voter Search](#) [Help](#)

**Name**  
 Last Name: EXAMPLE First Name: TEST Middle Name:   
 Date of Birth: 01/01/1991 Voter ID: 450022457 Suffix:

**Address Provided**  
 Standard   
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST  
 Post Dir: Unit Type:   
 City/St/Zip: HARDIN MT 59035  
 County: BIG HORN Precinct: PRECINCT

**Process**  
 Provisional Ballot Reason:   
 Ballot Disposition:   
 Ballot Disposition Reason:   
 Method of Voter Notification: Mail  
☐ Approved ☐ Not Approved

**Previous County:**   
**Previous Precinct:**   
**Election:**   
**Ballot Style:**

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

If you did not keep track of the voters previous county and precinct information you will have to return to their Audit Log within Voter Registration to locate the previous information. You can access that screen by clicking on View Voter Record

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name  First Name  Middle Name   
 Date of Birth  Voter ID  Suffix

**Address Provided**  
   
 House #  Suffix  Pre Dir  Street Name  Type   
 Post Dir  Unit Type   
 City/St/Zip     
 County  Precinct

**Previous County**  
  
**Previous Precinct**  
  
**Election**  
  
**Ballot Style**

**Process**  
 Provisional Ballot Reason   
 Ballot Disposition   
 Ballot Disposition Reason   
 Method of Voter Notification   
☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42



Once all previous county information has been entered, you will need to specify which Election and Ballot Style you are generating the provisional ballot for.

Ballot Styles must be generated in Election Management prior to this step or you will not have any styles to choose from.

**Provisional Ballot Detail**

[Voter Search](#) [Help](#)

**Name**

Last Name:  First Name:  Middle Name:

Date of Birth:  Voter ID:  Suffix:

**Address Provided**

House #:  Suffix:  Pre Dir:  Street Name:  Type:

Post Dir:  Unit Type:

City/St/Zip:

County:  Precinct:  [Split](#)

Previous County:

Previous Precinct:

Election:

Ballot Style:

**Process**

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification:

☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

Once all previous information has been entered you will then need to enter a Provisional Ballot Reason and then click the button to Issue Ballot.

Refer to Slides 71 – 75 for steps for printing ballots.

# County-To-County move on Election day

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
Last Name  First Name  Middle Name   
Date of Birth  Voter ID  Suffix  [Link To Voter](#)

**Address Provided**  
   
Address   
City/St/Zip  MT   
County  Precinct  [Split](#)

**Previous County**   
**Previous Precinct**   
**Election**   
**Ballot Style**

**Process**  
Provisional Ballot Reason   
Ballot Disposition   
Ballot Disposition Reason   
Method of Voter Notification   
☐ Approved ☐ Not Approved

**Comments**

**Districts**  

Code	Description

The METAC members clarified that you should always pull the existing voter record when entering a late registrant and not create a duplicate record (even on Election Day).

This is a change from previous practice – office workers will need to be trained to **NOT CREATE A DUPLICATE VOTER.**

**Voter Registration**

Voter Print Elections Petitions Imaging Address

**Voter record successfully retrieved.**

New Save Clear Search Process Batch

Voter ID: 450022457 State ID: [ ] SSN: 0000 Birth Date: 01/01/1991 Age: 20 Gender: [ ] Last Name: EXAMPLE First Name: TEST MI: [ ] Suffix: [ ]

**Residence** Absentee Contacts History Voting History

Standard NCOA CASS Migration Election Comments Worker Clear

House #: 1776 Suffix: [ ] Pre Dir: [ ] Street Name: INDEPENDENCE Type: WAY

Post Dir: [ ] Unit Type: [ ]

City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: INCT #17 Split: 02

**Mailing**

Country: UNITED STATES OF AMERICA [ ] USA Clear

Address: [ ]

City/St/Zip: [ ] [ ] [ ]

**Registration** Misc Info Custom Duplicate Req.

Party: No Party Last Verified Date: 11/14/2011

Status: Active - A [ ] MVD Verified

Reason: [ ] [ ] SSA Verified

Source of Registration: In person - 06 Verify

Old Voter ID: [ ] County Reg Date: 11/14/2011

Vote Eligible: 08/01/2010 Last Voted Date: [ ]

[ ] No Signature [ ] Confidential Reveal [ ] US Citizen

Comments: [ ]

**Voter Polling Locations**

Precinct: 17 - PRECINCT #17 View Image

Split: 02

Polling Place: AUDITORIUM - HARDIN

**Election**

Election	Date	Polling Places

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	17	SCHOOL DISTRICT #17/17E/17M/17S

To begin you will need to first go into  
Voter Registration.

Bring up the Voter that you are working on.



**Voter Registration**  
 Voter Print Elections Petitions Imaging Address  
 Voter record successfully retrieved.

New Save Clear Search Process Batch

Voter ID 450022457 State ID State SSN 0000 Birth Date 01/01/1991 Age 20 Gender Last Name EXAMPLE First Name TEST MI Suffix

**Residence** Absentee Contacts History Voting History  
 Standard NCOA CASS Migration Election Comments Worker Clear  
 House # 1776 Suffix Pre Dir Street Name INDEPENDENCE Type WAY  
 Post Dir Unit Type  
 City/St/Zip HARDIN MT 59035  
 County BIG HORN Precinct INCT #17 Split 02

**Mailing**  
 Country STATES OF AMERICA USA Clear  
 Address  
 City/St/Zip

**Registration** Info Custom Dup Req.  
 Party Last Ver Date 11/14/2011  
 Status A A MVD Verified  
 Reason SSA Verified  
 Source of Registration In on - 06 Verify  
 Old Voter ID County Reg 11/14/2011  
 Vote Eligible 0 010 Last Voted  
 No Signature Confidential Re US Citizen

**Voter Polling Locations**  
 Precinct 17 - PRECINCT #17 View Image  
 Split 02  
 Polling Place AUDITORIUM - HARDIN

**Election**

Election	Date	Polling Places

**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWIDE	02	Big Horn
JURY	HARDIN-MC	HARDIN MUNICIPAL COURT
SCHOOL DISTRICT	17	SCHOOL DISTRICT #17 (ELEMENTARY)

Comments

Take note of the previous county and precinct so you don't have to come back to find it later.

You will need this in the steps to come. If you don't keep track of it now you will have to come back to the voters audit log to find it again.

# If previous county issued an absentee ballot

- If late registrant had a ballot issued in previous county and is still in the status of Active Sent
- Call Previous County and have them void the ballot
- If status of ballot is undeliverable – previous county will need to remove from undeliverable batch and then void ballot

If previous county issued an absentee ballot cont.

- If late registrants ballot has been received by previous county – you cannot register this person in Montana Votes until after the election

**Residence** | Absentee | Contacts | History | Voting History

Standard [NCOA](#) CASS Migration Election  
Comments Worker [Clear](#)

House # 1776 Suffix Pre Dir Street Name INDEPENDENCE Type WAY

Post Dir Unit Type

City/St/Zip HARDIN MT 59035

County BIG HORN Precinct INCT #17 [Split](#) 02

**Mailing**

Country UNITED STATES OF AMERICA ☒ USA [Clear](#)

Address

City/St/Zip



**Residence** | Absentee | Contacts | History | Voting History

Standard [NCOA](#) CASS Migration Election  
Comments Worker [Clear](#)

House # 1 Suffix Pre Dir Street Name TEST Type ST

Post Dir Unit Type

City/St/Zip HARDIN MT 59035

County BIG HORN Precinct CINCT #5 [Split](#) ts1

**Mailing**

Country UNITED STATES OF AMERICA ☒ USA [Clear](#)

Address

City/St/Zip

Update the voter's information.

**Registration**

Elections | Petitions | Imaging | Address

Voter number is 450022457

Search | Process Batch

Voter ID: 450022457

Provisional Ballot

Issue Ballot

Resident: Receive Ballot F12

View Worker Info

Search By Ballot ID

House: 1

Post Dir: Unit Type

City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: CINCT #5

Mailing: Country: UNITED STATES OF AMERICA USA

Address:

City/St/Zip:

Registration: Misc Info Custom Duplicate Reg.

Party: No Party Last Verified Date: 11/14/2011

Status: Active - A MVD Verified

Reason: In person - 06 SSA Verified

Source of Registration: Verify

Old Voter ID: County Reg Date: 11/14/2011

Vote Eligible: 08/01/2010 Last Voted Date:

No Signature Confidential US Citizen

Comments:

**Voter Polling Locations**

Precinct: 5 - PRECINCT #5

Split: ts1

Polling Place: CROW SCHOOL - RENO

**Election**

Election	Date	Polling Places

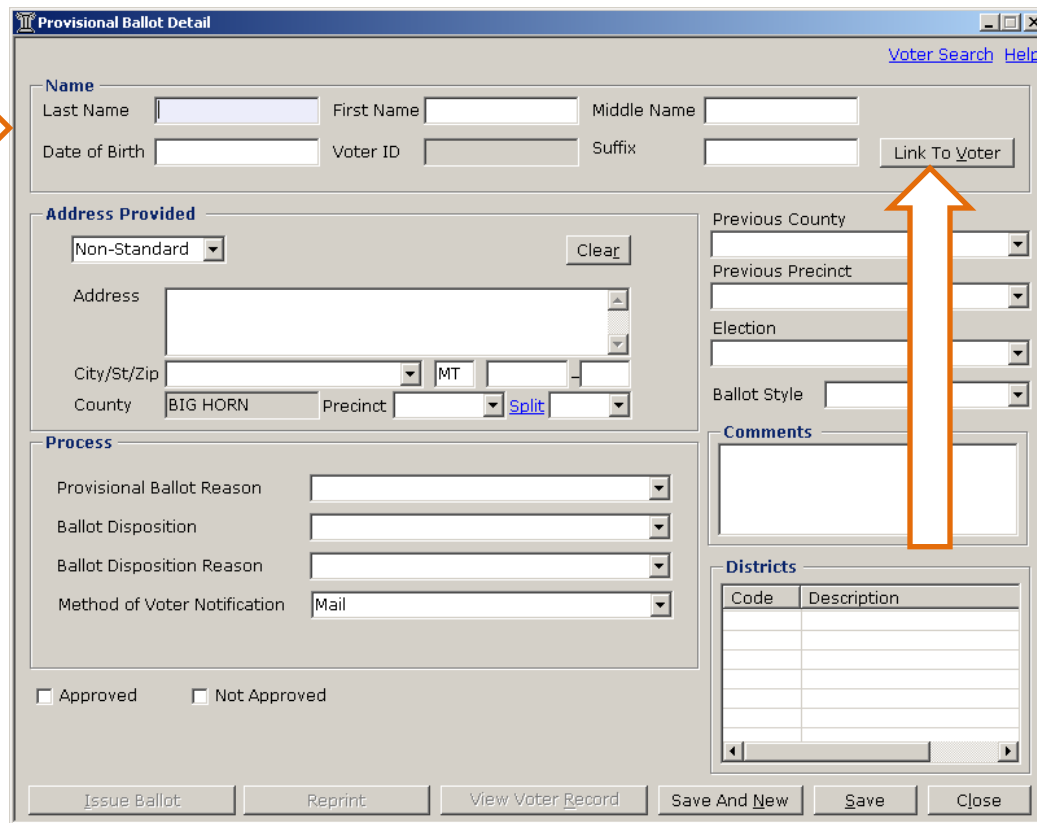
**Districts**

District Type	Code	Name
CONGRESSIONAL	CONG	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE C...	PS 02	Public Service Commission 2
SUPREME COURT J...	SCJ	SUPREME COURT JUSTICE
JUDICIAL	JD 22	Judicial District 22
SENATE DISTRICT	SD 21	Senate District 21
HOUSE DISTRICT	HD 042	House District 42
COUNTY COMMISSI...	3	COMMISSIONER DISTRICT #3
COUNTYWISE	02	Big Horn
WARD	1	HARDIN WARD #1
SCHOOL DISTRICT	02	SCHOOL DISTRICT #02 / ELEMENTARY

Once the voter's information has been updated click on the Elections Menu, and then click on the Provisional Ballot option.

This will bring up the Provisional Ballot Search screen.





The screenshot shows a web application window titled "Provisional Ballot Detail". It contains several sections for data entry:

- Name:** Fields for Last Name, First Name, Middle Name, Date of Birth, Voter ID, and Suffix. A "Link To Voter" button is located to the right of these fields.
- Address Provided:** A dropdown menu set to "Non-Standard", a "Clear" button, and a large text area for the address. Below this are fields for City/St/Zip, State (MT), and County (BIG HORN), with a "Split" link next to the County field.
- Process:** Four dropdown menus for "Provisional Ballot Reason", "Ballot Disposition", "Ballot Disposition Reason", and "Method of Voter Notification" (set to Mail). Below these are checkboxes for "Approved" and "Not Approved".
- Comments:** A large text area for entering comments.
- Districts:** A table with columns "Code" and "Description".

At the bottom of the form are buttons for "Issue Ballot", "Reprint", "View Voter Record", "Save And New", "Save", and "Close". Two orange arrows are overlaid on the image: one points to the "Last Name" field, and the other points to the "Link To Voter" button.

Enter the voter's name and attempt to link the entry to a Voter. Refer to slides 30 – 34 for further Link To Voter Information.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**

Last Name: WASHINGTON First Name: GEORGE Middle Name:

Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**

Standard

House #: 1 Suffix:  Pre Dir:  Street Name: TEST Type: ST

Post Dir:  Unit Type:

City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: PRECINCT [Split](#) ts1

Previous County:

Previous Precinct:

Election:

Ballot Style:

**Process**

Provisional Ballot Reason:

Ballot Disposition:

Ballot Disposition Reason:

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42

Once the voter's information has been entered, and linked to a voter ID, you will need to enter previous county information.



**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name: WASHINGTON First Name: GEORGE Middle Name:   
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**  
 Standard   
 House #: 1 Suffix: Pre Dir: Street Name: TEST Type: ST  
 Post Dir: Unit Type: City/St/Zip: HARDIN MT 59035  
 County: BIG HORN Precinct: PRECINCT [Split](#) ts1

**Process**  
 Provisional Ballot Reason:   
 Ballot Disposition:   
 Ballot Disposition Reason:   
 Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42

If you did not keep track of the voters previous county and precinct information you will have to return to their Audit Log within Voter Registration to locate the previous information.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name:  First Name:  Middle Name:   
 Date of Birth:  Voter ID:  Suffix:

**Address Provided**  
  
 Standard   
 House #:  Suffix:  Pre Dir:  Street Name:  Type:   
 Post Dir:  Unit Type:   
 City/St/Zip:     
 County:  Precinct:  [Split](#)

**Previous County**  
  
**Previous Precinct**  
  
**Election**  
  
**Ballot Style**

**Process**  
 Provisional Ballot Reason:   
 Ballot Disposition:   
 Ballot Disposition Reason:   
 Method of Voter Notification:   
☐ Approved ☐ Not Approved

**Comments**

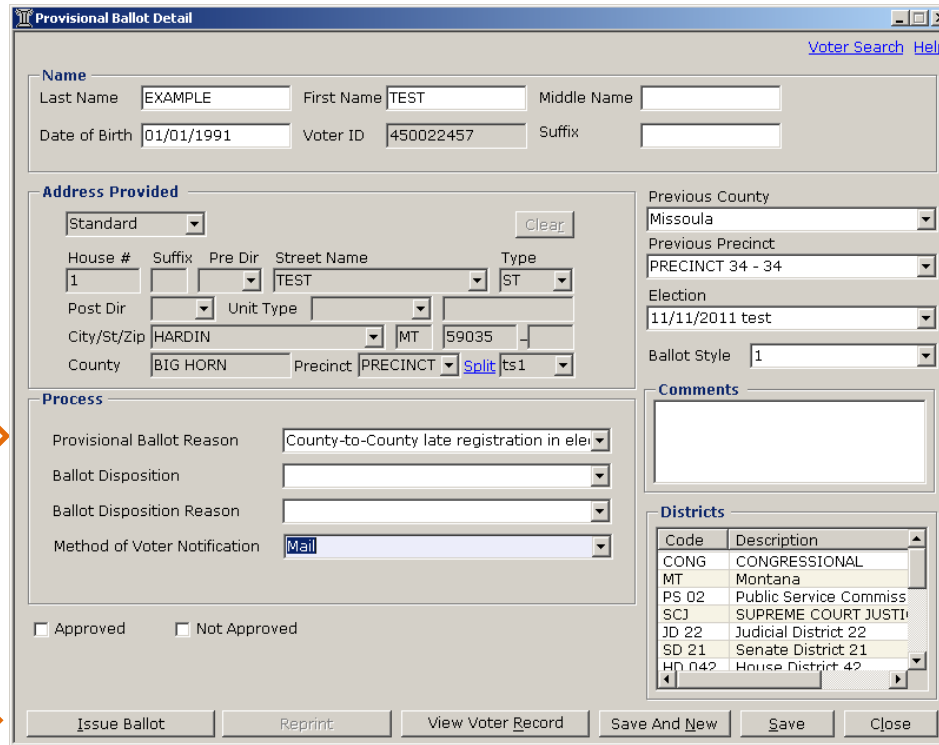
**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42



Once all previous county information has been entered, you will need to specify which Election and Ballot Style you are generating the provisional ballot for.

Ballot Styles must be generated in Election Management prior to this step or you will not have any styles to choose from.



**Provisional Ballot Detail**

[Voter Search](#) [Help](#)

**Name**  
 Last Name:  First Name:  Middle Name:   
 Date of Birth:  Voter ID:  Suffix:

**Address Provided**  
  
 Standard   
 House #:  Suffix:  Pre Dir:  Street Name:  Type:   
 Post Dir:  Unit Type:   
 City/St/Zip:     
 County:  Precinct:  [Split](#)

**Previous County**  
  
**Previous Precinct**  
  
**Election**  
  
**Ballot Style**

**Process**  
 Provisional Ballot Reason:   
 Ballot Disposition:   
 Ballot Disposition Reason:   
 Method of Voter Notification:   
☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

Once all previous information has been entered you will then need to enter a Provisional Ballot Reason and then click the button to Issue Ballot.

Refer to Slides 71 – 75 for steps for printing ballots.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name:  First Name:  Middle Name:   
 Date of Birth:  Voter ID:  Suffix:

**Address Provided**  
   
 House #:  Suffix:  Pre Dir:  Street Name:  Type:   
 Post Dir:  Unit Type:   
 City/St/Zip:     
 County:  Precinct:  [Split](#)

Previous County:   
 Previous Precinct:   
 Election:   
 Ballot Style:

**Process**  
 Provisional Ballot Reason:   
 Ballot Disposition:   
 Ballot Disposition Reason:   
 Method of Voter Notification:   
☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42



It is critical that the Previous County information is entered accurately, so that counties can check registers to verify whether or not the voter voted in previous county

[illegible]

The screenshot shows the 'Provisional Ballots Search' application window. It features a 'Search' section with several input fields: 'Last Name', 'First Name', 'Middle Name', 'Date of Birth', 'Election', 'Ballot Disposition', 'Ballot Disposition Reason', 'Previous County', 'Voting County Search Scope' (with radio buttons for 'State' and 'County'), and 'Residence County Search Scope' (also with radio buttons for 'State' and 'County'). There is a 'Provisional Ballot Reason' dropdown menu and a 'Search' button. Below the search fields is a 'Search Results' table with columns: 'Name', 'Present Address', 'Date of Birth', 'Election', 'Ballot Reason', and 'Ball'. At the bottom of the window are buttons for 'New', 'Details', 'Delete', 'Statistical Export', 'Report', 'Export', and 'Close'. Four orange arrows are overlaid on the image: one points to the 'Previous County' dropdown, another points to the 'Voting County Search Scope' radio buttons, a third points to the 'Residence County Search Scope' radio buttons, and a fourth points to the 'Search' button.

Enter your county in Previous County.

Change Voting County to State.

Change Residence County to State.

**Clicking Search will bring up a list of voters that have moved from your county and been issued a provisional ballot in another county.**

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name   
Date of Birth  Voter ID  Suffix

**Address Provided**

House #  Suffix  Pre Dir  Street Name  Type   
Post Dir  Unit Type   
City/St/Zip     
County  Precinct  [Split](#)

Previous County   
Previous Precinct   
Election   
Ballot Style

**Process**


Provisional Ballot Reason   
Ballot Disposition   
Ballot Disposition Reason   
Method of Voter Notification

☒ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 04	Public Service Commiss
JD 04	Judicial District 4
SCJ	SUPREME COURT JUSTI
SD 49	Senate District 49
HD 098	House District 98



You need to approve or not approve each voter that lists Previous County as your county

Ballots Search

Voter Search Help

First Name Middle Name Date of Birth

Ballot Disposition Ballot Disposition Reason Previous County

11/02/2010 04 Fed Gen 2

**Voting County Search Scope**

☒ State ☐ County Missoula

☐ Approved ☐ Not Approved ☐ Include Confident

**Provisional Ballot Reason**

County late registration in election

Search Clear

**Search Results**

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	B
ADAMS, AUSTIN	1706 BREWINGT...	01/26/1940	11/02/2010 03 FEDERAL GE...	County-to-County...	A
ADAMS, JOAN L	1706 BREWINGT...	06/20/1939	11/02/2010 03 FEDERAL GE...	County-to-County...	A
ASCIONE, EMILY	281 HUNGRY DE...	07/08/1986	11/02/2010 07 FEDERAL GE...	County-to-County...	A
ATWOOD, ROBERT E	8 WAGON WHEE...	12/03/1985	11/02/2010 32 Federal Gen...	County-to-County...	A
BABCOCK, SARAH	2255 FISH CREE...	09/11/1963	11/02/2010 54 FEDERAL GE...	County-to-County...	R
BABCOCK, SARAH	2255 FISH CREE...	09/11/1963	11/02/2010 54 FEDERAL GE...	County-to-County...	A
BAKER, JERRY L	146 SWEETGRAS...	01/05/1989	11/02/2010 07 FEDERAL GE...	County-to-County...	A
BARBEE, JEFFERSON...	309 4TH AVE SE,...	12/09/1983	11/02/2010 38 FEDERAL GE...	County-to-County...	A
BARLOW, ALBERT L	51 SHERIDAN AV...	07/27/1963	11/02/2010 06 FedGen 2010	County-to-County...	A
BARRACLOUGH, DA...	1811 HOWARD A...	01/26/1983	11/02/2010 01 fed general ...	County-to-County...	A
BECK, KELLEN J	4023 B LARKSPU...	02/20/1988	11/02/2010 13 Federal Gen...	County-to-County...	A

New Details Delete Statistical Export Report Export Close

I select election; previous county (your county);  
 Voting County - State; Provisional ballot reason -  
 (county to county); Residence – State. Hit search



File exported successfully and is available under export tab in Schedule Jobs Module.

[Voter Search](#) [Help](#)

### Search

Last Name	First Name	Middle Name	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Election	Ballot Disposition	Ballot Disposition Reason	Previous County
11/02/2010 04 Fed Gen 2	<input type="text"/>	<input type="text"/>	Missoula
<b>Voting County Search Scope</b>			
<input checked="" type="radio"/> State <input type="radio"/> County <input type="text" value="Missoula"/>			
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Include Confidential		<b>Residence County Search Scope</b>	
		<input checked="" type="radio"/> State <input type="radio"/> County <input type="text" value="Missoula"/>	
		Provisional Ballot Reason County-to-County late registration in ele	
		<input type="button" value="Search"/>	<input type="button" value="Clear"/>

### Search Results

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	B
ADAMS, AUSTIN	1706 BREWINGT...	01/26/1940	11/02/2010 03 FEDERAL GE...	County-to-County...	A
ADAMS, JOAN L	1706 BREWINGT...	06/20/1939	11/02/2010 03 FEDERAL GE...	County-to-County...	A
ASCIONE, EMILY	281 HUNGRY DE...	07/08/1986	11/02/2010 07 FEDERAL GE...	County-to-County...	A
ATWOOD, ROBERT E	8 WAGON WHEE...	12/03/1985	11/02/2010 32 Federal Gen...	County-to-County...	A
BABCOCK, SARAH	2255 FISH CREE...	09/11/1963	11/02/2010 54 FEDERAL GE...	County-to-County...	R
BABCOCK, SARAH	2255 FISH CREE...	09/11/1963	11/02/2010 54 FEDERAL GE...	County-to-County...	A
BAKER, JERRY L	146 SWEETGRAS...	01/05/1989	11/02/2010 07 FEDERAL GE...	County-to-County...	A
BARBEE, JEFFERSON...	309 4TH AVE SE,...	12/09/1983	11/02/2010 38 FEDERAL GE...	County-to-County...	A
BARLOW, ALBERT L	51 SHERIDAN AV...	07/27/1963	11/02/2010 06 FedGen 2010	County-to-County...	A
BARRACLOUGH, DA...	1811 HOWARD A...	01/26/1983	11/02/2010 01 fed general ...	County-to-County...	A
BECK, KELLEN J	4023 B LARKSPU...	02/20/1988	11/02/2010 13 Federal Gen...	County-to-County...	A

Once I have my search results –  
export the report

Ex-ProvisionalVoter-Missoula-2012-01-20-85656.xls - Microsoft Excel

Previous Precinct								
A	B	C	D	E	F	G	H	I
Previous County	Previous Precinct	Last Name	First Name	Middle Name	Suffix	Voter ID	DOB	Street Address
1	Missoula	CLINTON 1	COTTOM	ASHLY	L	1198038	11/2/1984	606 HIGHLAND AVE
2	Missoula		FEATHERMAN	JAMES	J	100031084	10/8/1988	920 E BANNACK ST
3	Missoula		MCDANIEL	NEIL		4253	8/2/1966	85 CATHY'S CV
4	Missoula		PASINI	GINA		43573	1/29/1973	823 S WASHINGTON ST
5	Missoula	CSPORTER 1	PFISTER	ROBERT		13101	2/3/1975	415 S RIFE ST
6	Missoula	LIBRARY 2	SHAW	ADAM	M	100061784	3/30/1983	3957 BLACKTAIL RD
7	Missoula	TARGET 2	SNIDER	BARETT	L	100138368	3/9/1989	920 E BANNACK ST
8	Missoula	UCCENTER 1	WHITECLAY	NICOLE		602063	3/12/1985	2 S 33 E 20
9	Missoula	CHIEFCHL 1	YELLOWMULE	GERI	D	100135343	11/20/1974	2 S 33 E 23
10	Missoula		BLAZER	KATHRYN	J	1515200	12/13/1981	251 FILSON RD
11	Missoula		MADSON	DALE	ALAN	76191	7/20/1969	593 HIGHWAY 308
12	Missoula		MADSON	DALE	ALAN	76191	7/20/1969	593 HIGHWAY 308
13	Missoula		BENNION	ELAINE		100111067	7/12/1987	4240 CENTRAL AVE APT 2
14	Missoula		BENNION	KIMBALL		100067485	3/11/1985	4240 CENTRAL AVE # 2
15	Missoula		CARPENTER	CHRISSIE	A	26200	1/19/1980	9 17TH ST N
16	Missoula		FAWCETT	SAMUEL		30172	2/28/1981	1 PARK GARDEN EST
17	Missoula		FAWCETT	STEPHANIE	A	2648	9/7/1980	1 PARK GARDEN EST
18	Missoula		GEISER	ADAM	CHRISTOPHER	48434	10/25/1981	3321 1ST AVE N
19	Missoula		GEISER	STEPHANIE		68534	1/28/1980	3321 1ST AVE N
20	Missoula		JOYNER	AMY	R	27111	9/21/1969	4509 12TH ST NE
21	Missoula		KORSLIEN	ASHLEY	J	100012822	8/10/1987	3927 13TH AVE S
22	Missoula		MOE	PAUL	S	25156	8/29/1985	8 PROSPECT DR
23	Missoula		PATTERSON	NATHANAEL	L	1057029	2/13/1984	117 14TH AVE S
24	Missoula		PHINNEY	JOSHUA	F	2712	10/4/1979	263 US HIGHWAY 89
25	Missoula		SYBRANT	AARON	DANIEL	100077209	9/29/1989	700 RIVERVIEW DR E

Ready | Ex-ProvisionalVoter-Missoula-2012-01-20-85656.xls | Count: 102 | 100%

I sort this spreadsheet by precinct so that we can go through each register once and then I can go in and approve or not approve your provisional ballots.

This should avoid needing to send emails  
back and forth.

You must complete this process before 3  
p.m. on the Monday following Election  
Day.

**Provisional Ballots Search**

Query executed successfully. [Voter Search](#) [Help](#)

**Search**

Last Name First Name Middle Name Date of Birth

Election Ballot Disposition Previous County

11/02/2010 04 Fed Gen 2

**Voting County Search Scope**

☐ State ☒ County Missoula

Provisional Ballot Reason  
County-to-County late registration in ele

☐ Approved  
☐ Not Approved  
☐ Include Confidential

**Residence County Search Scope**

☐ State ☒ County Missoula

Search Clear

**Search Results**

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	B
ARCHER, BRANDON	340 JEFFERSON ...	11/16/1980	11/02/2010 04 Fed (	County-to-County...	A
ARMATAS, CHRISTO...	411 LIVINGSTON...	09/26/1983	11/02/2010 04 Fed (	County-to-County...	A
ASA, BRETT	7463 PEREGRIN...	08/14/1987	11/02/2010 04 Fed (	County-to-County...	A
BAKER, AUSTIN A	424 BANNACK C...	06/07/1989	11/02/2010 04 Fed (	County-to-County...	A
BALLWEBER, KATIE	2015 BURLINGT...	05/02/1986	11/02/2010 04 Fed (	County-to-County...	A
BAUER, KAYLA M	527 E MAIN ST, ...	06/04/1989	11/02/2010 04 Fed (	County-to-County...	A
BAUER, THOMAS W	11200 OBRIEN C...	10/24/1962	11/02/2010 04 Fed (	County-to-County...	A
BAUER, TRACY LEE	11200 OBRIEN C...	09/09/1970	11/02/2010 04 Fed (	County-to-County...	A
BEACH, WILLIAM TY...	13970 SAPPHIRE...	01/25/1980	11/02/2010 04 Fed (	County-to-County...	A
BEEDE, TABITHA MA...	2215 26TH AVE, ...	01/01/1989	11/02/2010 04 Fed (	County-to-County...	A
BELTRONE, JOHN MI...	1519 ERNEST AV...	04/10/1986	11/02/2010 04 Fed (	County-to-County...	A

New Details Delete Statistical Export Report Export Close

YOU CAN RUN SEARCHES TO SEE IF A COUNTY HASN'T APPROVED

Reports

Print...

</

You can see who you need to contact to see if you can count the ballot.

# Printing A Ballot Label From The Provisional Ballot Detail Screen

**Provisional Ballot Detail**

Operation has been cancelled. [Voter Search](#) [Help](#)

**Name**

Last Name  First Name  Middle Name   
Date of Birth  Voter ID  Suffix

**Address Provided**

House #  Suffix  Pre Dir  Street Name  Type   
Post Dir  Unit Type   
City/St/Zip     
County  Precinct  [Split](#)

Previous County   
Previous Precinct   
Election   
Ballot Style

**Process**

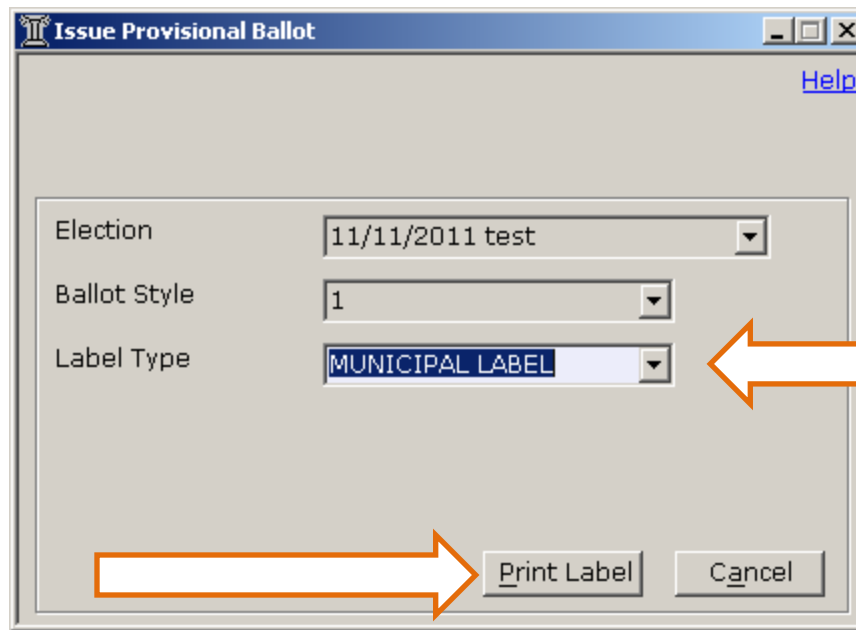
Provisional Ballot Reason   
Ballot Disposition   
Ballot Disposition Reason   
Method of Voter Notification

☐ Approved ☐ Not Approved

**Comments**

**Districts**

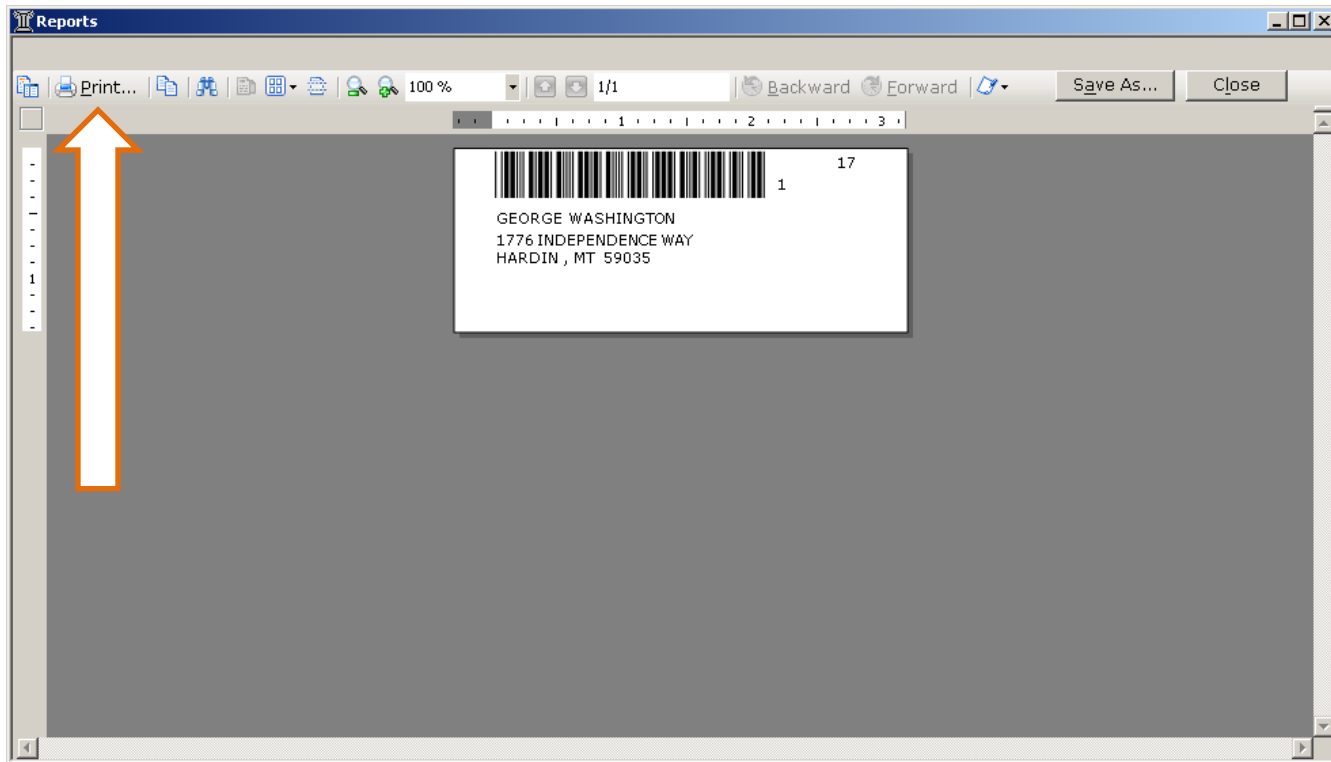
Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42



When choosing to issue a ballot within the provisional ballot detail screen the above window will display.

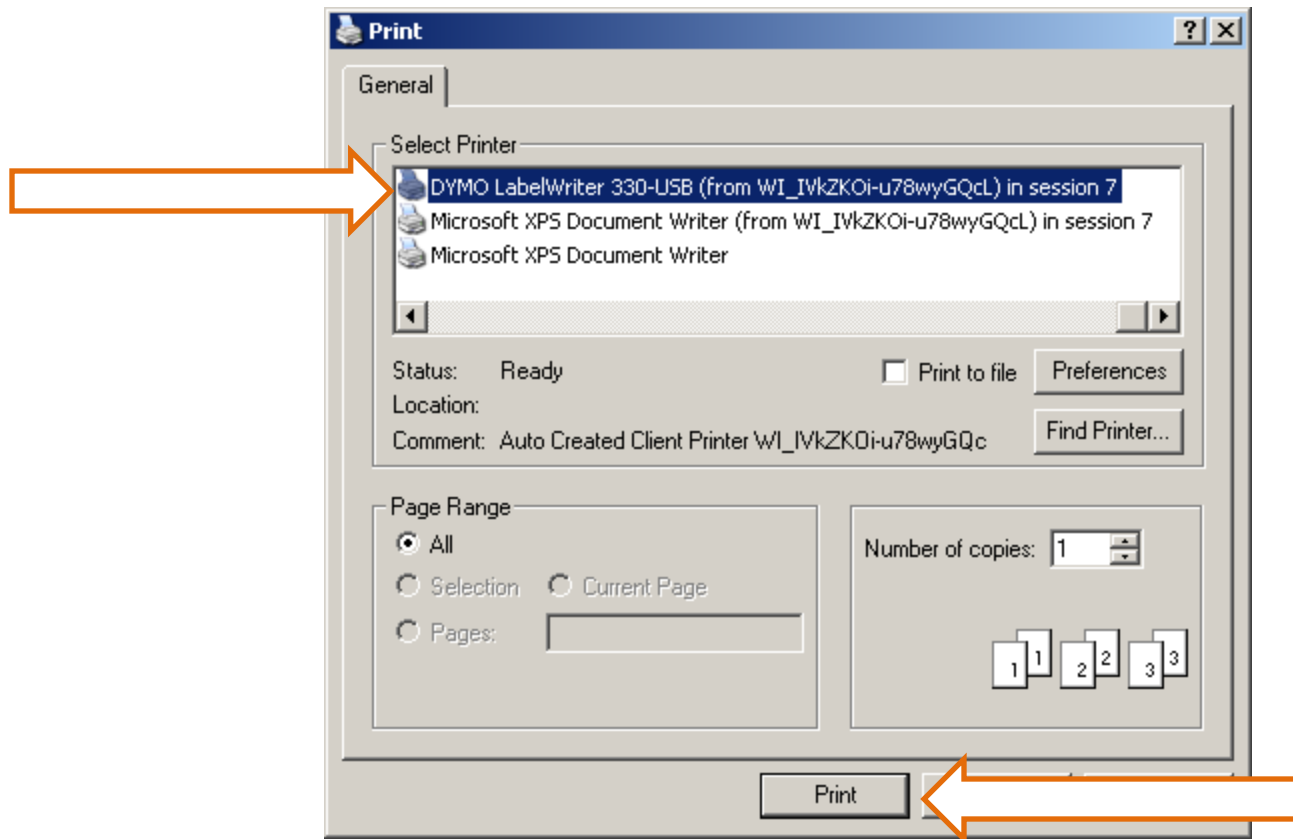
Verify you have the correct Election and Ballot Style showing, and then choose your preferred Label Type.

Click Print Label



A report will generate for your label and you may print it using whichever printer and paper is appropriate.





In the Select Printer box scroll back and forth to locate your preferred printer.

Choose the number of copies you would like and when ready click Print.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name: WASHINGTON First Name: GEORGE Middle Name:   
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**  
 Standard   
 House #: 1776 Suffix: Pre Dir: Street Name: INDEPENDENCE Type: WAY  
 Post Dir: Unit Type: City/St/Zip: HARDIN MT 59035  
 County: BIG HORN Precinct: PRECINCT Split 02

Previous County: Missoula  
 Previous Precinct: PRECINCT 33 - 33  
 Election: 11/11/2011 test  
 Ballot Style: 1

**Process**  
 Provisional Ballot Reason: Precinct-to-Precinct late registration in el  
 Ballot Disposition:   
 Ballot Disposition Reason:   
 Method of Voter Notification:   
☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HN 042	House District 42

If for any reason you need to print the label again you may do so by clicking the Reprint button on the voter's Provisional Ballot Detail screen.

# Resolving Provisional Ballots

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**

Last Name: WASHINGTON First Name: GEORGE Middle Name:

Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**

Standard

House #: 1776 Suffix:  Pre Dir:  Street Name: INDEPENDENCE Type: WAY

Post Dir:  Unit Type:

City/St/Zip: HARDIN MT 59035

County: BIG HORN Precinct: PRECINCT Split 02

Previous County: Big Horn

Previous Precinct: PRECINCT #5 - 5

Election: 11/08/2011 22 MUNICIPAL GENERAL

Ballot Style: WARD 1

**Process**

Provisional Ballot Reason: Precinct-to-Precinct late registration in eli

Ballot Disposition: Accepted

Ballot Disposition Reason: Elector did not vote in previous jurisdic

Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

The screenshot shows the 'Provisional Ballots Search' application window. It features a search form with fields for Last Name, First Name, Middle Name, and Date of Birth. Below these are dropdown menus for Election, Ballot Disposition, Ballot Disposition Reason, and Previous County. There are also sections for Voting County Search Scope and Residence County Search Scope, each with State and County radio buttons and a dropdown menu. A Search button and a Clear button are located to the right of the Residence County Search Scope. Below the search form is a table titled 'Search Results' with columns: Name, Present Address, Date of Birth, Election, Prov. Ballot Reason, and Ballot Status. The table contains two rows of data. At the bottom of the window are buttons for Details, Delete, Statistical Export, Report, Export, and Close.

Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	Ballot Status
EXAMPLE, TEST	1 TEST ST. WARD...	01/01/1991	11/11/2011 test	Precinct-to-Precinct...	Rejected
WASHINGTON, GEO...	1776 INDEPEND...	07/04/1976	11/11/2011 test	Precinct-to-Precinct...	Rejected

On the Provisional Ballot Search screen you will need to select the election you are working on and click Search to bring up a list of your provisional ballots. You can enter additional information to narrow your search.

When ready, Click on the voter you are working on and click the Details button.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
 Last Name: WASHINGTON First Name: GEORGE Middle Name:   
 Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**  
 Standard   
 House #: 1776 Suffix: Pre Dir: Street Name: INDEPENDENCE Type: WAY  
 Post Dir: Unit Type:   
 City/St/Zip: HARDIN MT 59035  
 County: BIG HORN Precinct: PRECINCT [Split](#) 02

Previous County:   
 Previous Precinct:   
 Election: 11/11/2011 test  
 Ballot Style:

**Process**  
 Provisional Ballot Reason: Ballot not received or lost  
 Ballot Disposition: Accepted  
 Ballot Disposition Reason: **Absentee ballot not received**  
 Method of Voter Notification: Mail

☐ Approved ☐ Not Approved

**Comments**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

To update an individual's provisional ballot record, first enter a Ballot Disposition and Ballot Disposition reason

Choose a Method of Voter Notification.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
Last Name: WASHINGTON First Name: GEORGE Middle Name:   
Date of Birth: 07/04/1976 Voter ID: 450022443 Suffix:

**Address Provided**  
Standard   
House #: 1776 Suffix: Pre Dir: Street Name: INDEPENDENCE Type: WAY  
Post Dir: Unit Type:   
City/St/Zip: HARDIN MT 59035  
County: BIG HORN Precinct: PRECINCT [Split](#) 02  
Previous County:   
Previous Precinct:   
Election: 11/11/2011 test  
Ballot Style:

**Process**  
Provisional Ballot Reason: Ballot not received or lost  
Ballot Disposition: Accepted  
Ballot Disposition Reason: Absentee ballot not received  
Method of Voter Notification: Mail  
☐ Approved ☐ Not Approved

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 02	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 22	Judicial District 22
SD 21	Senate District 21
HD 042	House District 42

Click the Save button and then Close.

**Provisional Ballot Detail** [Voter Search](#) [Help](#)

**Name**  
Last Name: BAUER First Name: KAYLA Middle Name: M  
Date of Birth: 06/04/1989 Voter ID: 100054487 Suffix:

**Address Provided**  
Standard Clear  
House #: 527 Suffix: Pre Dir: E Street Name: MAIN  
Post Dir: Unit Type: City/St/Zip: MISSOULA MT 598 County: MISSOULA Precinct: LIBRARY 1  
**Process**  
Provisional Ballot Reason: County-to-County late registration in election  
Ballot Disposition: Accepted  
Ballot Disposition Reason: Elector did not vote in previous jurisdiction  
Method of Voter Notification: Mail  
☒ Approved ☐ Not Approved

**Previous County**: Hill  
**Previous Precinct**: PRECINCT #02 - PREC\_02  
**Election**: 11/02/2010 04 Fed Gen 2010  
**Ballot Style**: LIBRARY 1

**Comments**

**Districts**

Code	Description
CONG	CONGRESSIONAL
MT	Montana
PS 04	Public Service Commiss
SCJ	SUPREME COURT JUSTI
JD 04	Judicial District 4
SD 50	Senate District 50
HD 099	House District 99

COUNTY TO COUNTY MOVES – ONCE  
COUNTY HAS APPROVED – YOU NEED  
TO GO IN AND RESOLVE THE  
PROVISIONAL BALLOT.

**Provisional Ballots Search**

Query executed successfully. [Voter Search](#) [Help](#)

**Search**

Last Name:  First Name:  Middle Name:  Date of Birth:

Election:  Ballot Disposition:  Ballot Disposition Reason:  Previous County:

**Voting County Search Scope**

☐ State ☒ County  Provisional Ballot Reason:

☐ Approved ☐ Not Approved ☐ Include Confidential

**Residence County Search Scope**

☐ State ☒ County

**Search Results**

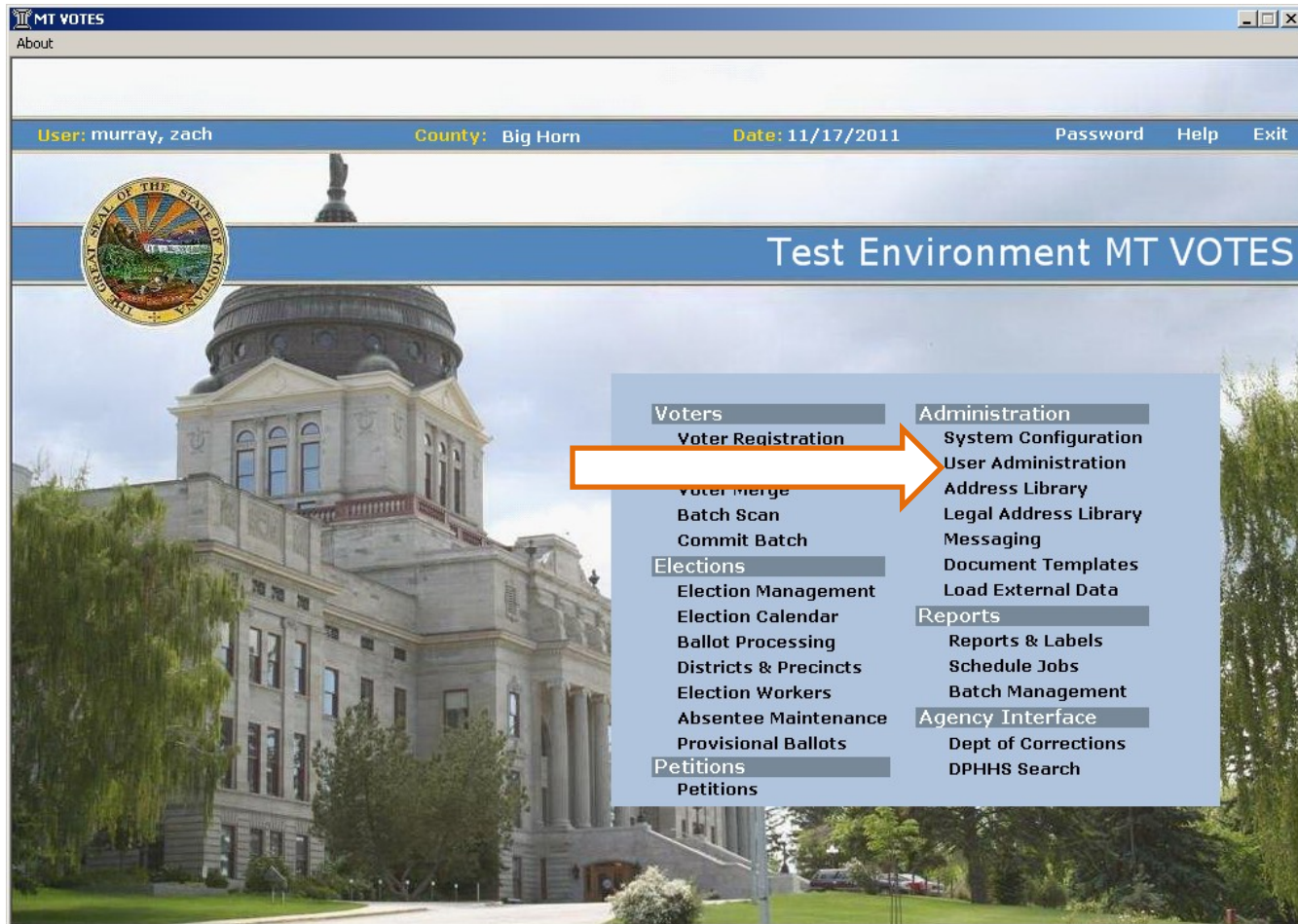
Name	Present Address	Date of Birth	Election	Prov. Ballot Reason	B
ACEVEDO, GEOFFREY	614 SCHILLING ...	07/02/1977	11/02/2010 04 Fed Gen 2010	Other	R
ALBANS, MICHAEL W	325 BEVERLY AV...	09/21/1963	11/02/2010 04 Fed Gen 2010	Precinct-to-Precinc...	A
ALDERSON, KERRI R...	2640 GLEASON ...	03/14/1973	11/02/2010 04 Fed Gen 2010	Ballot not receive...	A
ALLEN, BRYAN CHAR...	2200 SCHILLING...	03/26/1963	11/02/2010 04 Fed Gen 2010	Ballot not receive...	A
ALLEN, SYLVIA M	924 TOOLE AVE, ...	05/19/1977	11/02/2010 04 Fed Gen 2010	Precinct-to-Precinc...	A
ALLEN, ZEBULON S	408 PARKSIDE L...	11/18/1988	11/02/2010 04 Fed Gen 2010	Precinct-to-Precinc...	A
AMATUZIO, CARLI	117 HEARTH CT, ...	09/10/1989	11/02/2010 04 Fed Gen 2010	Precinct-to-Precinc...	A
AMBO, JOCELYN L	111 TYLER WAY, ...	03/07/1990	11/02/2010 04 Fed Gen 2010	Precinct-to-Precinc...	A
APOSTOL, SIMON J	1831 BURLINGT...	06/12/1989	11/02/2010 04 Fed Gen 2010	Precinct-to-Precinc...	A
ARCHER, BRANDON	340 JEFFERSON ...	11/16/1980	11/02/2010 04 Fed Gen 2010	County-to-County...	A
ARMATAS, CHRISTO...	411 LIVINGSTON...	09/26/1983	11/02/2010 04 Fed Gen 2010	County-to-County...	A

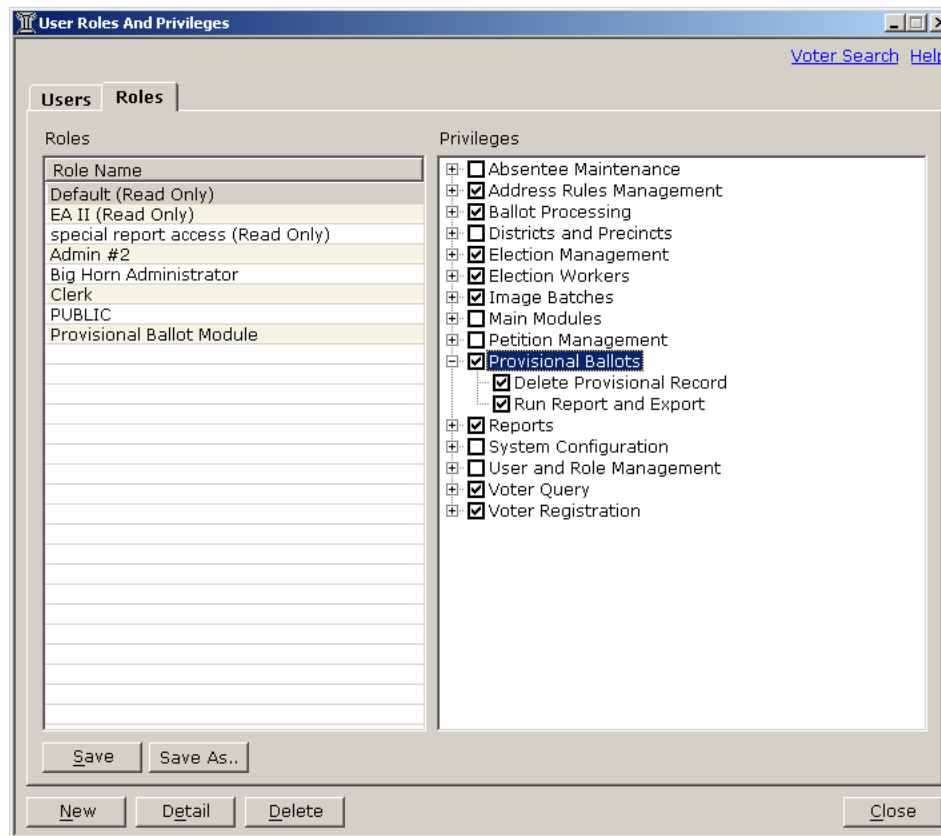
Before you close your election – you should print your report or export a report.



In Missoula we export and use the export to do a mail merge to send our letters.

# Provisional Ballot Privileges in User Administration





In order to have access to the Provisional Module you will have to select the box for Provisional Ballots in User Roles and Privileges for yourself and any other workers requiring access.

# Question.

A voter registers to vote on Monday before the election from a previous county, do they receive a provisional ballot?

A. Yes

B. No

# Question

When should provisional ballots be entered into Montana Votes from those issued at the polling places?

- A. By 3 p.m. on Monday following the Election.
- B. By a time set by the Secretary of State.

# Question

When should counties approve or not approve county to county moves?

- A. Before 3 p.m. on Monday following the Election.
- B. By 5 p.m. on Friday following the post election Audit.
- C. By 5 p.m. on Friday following the election.

# Question

When should another county create a duplicate voter?

- A. Late Registration County to County
- B. Late Registration Precinct to Precinct
- C. Never

# Final Question

When do you mail notification to elector informing them of whether or not their provisional ballot counted?

- A. By most expedient means possible
- B. After election has been canvassed



As always, please feel free to contact the Help Desk,  
at 1-866-541-6767, with any further questions you  
have.

